

**INSTRUCTIONS FOR FILING MASTER AND/OR FINAL SITE PLAN
APPLICATION**

1. YOU ARE REQUIRED TO DISCUSS YOUR APPLICATION AND PLANS FOR SITE PLAN APPROVAL WITH STAFF IN ORDER TO AVOID FILING AN INCOMPLETE APPLICATION. CALL THE CITY PLANNER AT (954) 746-3281 TO SCHEDULE AN APPOINTMENT. PRE-APPLICATION MEETINGS MUST BE HELD AT LEAST FOURTEEN (14) DAYS PRIOR TO THE SUBMITTAL DATE. ALL APPLICATION FEES, INCLUDING POSTAGE/HANDLING (SEE CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE), MUST BE PAID AT THE TIME OF SUBMITTAL.
2. Application for Site Plan Approval form (1 original and 14 copies) duly executed by owner.
3. Fifteen (15) copies of proposed final site plan will be required. Site plan packets shall be submitted in the following order: site plan, survey, floor plan, building elevations, landscape plan, and lighting plan. All plans are to be folded to letter size with title block shown.
4. Letter describing the request (1 original and 14 copies). Letter and application should be stapled to corner of each site plan packet.

PLEASE NOTE: WHEN PLANS ARE REVISED AND RESUBMITTED WITH RESPONSES TO STAFF'S COMMENTS, IT IS REQUIRED THAT THE APPLICANT ATTACH THE REVISED DOCUMENTS TO THE ORIGINAL BACKUP MATERIAL AND STAPLE ALL TO THE REVISED SITE PLAN.

5. It is required that within a 500 foot radius of the property line of the property, which is the subject of this application that all property owners shall receive timely notification of said hearing. Therefore, the following is required of the applicant and must be provided with applicable fees at the time a public hearing is tentatively scheduled.
 - a. A certified list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium must be notified.

- b. One (1) typewritten set of gummed labels with the above names and addresses printed thereon, in addition to a copy of these labels. These labels will be used by the City to notify the public of your hearing.
- c. The certified list may be obtained in one of the following two ways:
 - 1) The applicant may contract with any company listed below who will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing you with the names and phone numbers of those that are presently available to the City's knowledge. Fees may vary among these companies:

All Data Real Estate Systems	(954) 772-1800
Florida Real Estate Decisions	(954) 761-9003
SSConsulting, LLC	(954) 786-5711
Saltz Michaelson Archeticts	(954)
 - 2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is open from 8:30 a.m. to 5:00 p.m. Monday through Friday, Phone # (954) 357-6957. With the provision of a folio ID number, their staff will assist you in the determination of the radius and furnish you with copies of the current tax roll. However, their staff will not certify the accuracy or completeness of the list. Therefore, the accurateness of the list provided to the City for mailing is done so at the owner/agent's risk and must be supplemented with the attached affidavit.
- 6. Check or money order for the filing fee, gummed label fee, advertising fee, etc. made payable to the City of Sunrise in the amount indicated by the fee schedule attached.
- 7. Applicant will attend the Planning and Zoning Board meeting and City Commission meeting when the request is considered. Failure to comply with the aforementioned will result in the item being withheld from the agenda, withdrawn, or tabled at the meeting.
- 8. The Planning and Zoning Board meets the first Thursday of the month unless otherwise stipulated. Meetings are held in the Commission Chambers commencing at 6:00 p.m.
- 9. The City Commission will take final action on your request on the fourth Tuesday of the month, at 6:30 p.m. in the City Commission Chambers.
- 10. Sign on site: At least thirty (30) days prior to each scheduled hearing before the City Commission, the applicant shall place upon the property a four foot by four foot (4'x 4') sign (or a four-foot, six-inch x four-foot, six-inch sign [4'6" x 4'6"]

if for rezoning or a land use plan amendment) facing each of the road rights-of-way, on which the property fronts. If the property does not front on a road right-of-way, the sign(s) shall be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final disposition of the site plan by the City Commission. The sign(s) must be removed within seven (7) days thereafter. Each sign shall contain large lettering which can be easily read by the public from the perimeter of the property, and said lettering shall indicate the following:

- a) name of project
- b) type of project (use)
- c) address, date and time of City Commission hearing
- d) phone number for information (954/746-3281)

This application includes an affidavit for the required posting of hearing notice signs on the site, which must be completed, signed, notarized and submitted to the City prior to the Planning and Zoning Board meeting. The applicant must also provide photograph(s) of the sign(s), signed and dated, and a copy of a plat or site plan indicating the locations(s) of the required signage in reference to the subject site.

FAILURE TO COMPLY WITH THIS REQUIREMENT WILL DELAY THE APPROVAL PROCESS.

11. The following items are to be included on all final site plans submitted to the City of Sunrise (Applicants are strongly urged to obtain a copy of the City's Land Development Code for specific regulations, procedures and standards.):
 - a) Pages of said site plan shall be 24"x36"; each page must be numbered sequentially, and shall have a title block indicating the author's name, address and telephone number, the name of the project, and the date of preparation. All plans shall be folded to legal size.
 - b) A legal description and location map of the subject project is to be indicated on the first page of the final site plan.
 - c) Site boundaries, clearly identified, and ties to section corners.
 - d) Survey reflecting existing natural features, such as topography, vegetation, water bodies, and any existing structures and paved areas.
 - e) Location of paved areas including center lines, dimensions, radii and elevations.
 - f) Proposed land uses, with indication of size, location and height of structures with dimension to lot lines – building separations and setbacks.
 - g) Vehicular circulation system for cars and other required vehicular types, with indication of connection to trafficways.

- h) Pedestrian circulation system.
- i) Provider of water and wastewater facilities.
- j) The following computations:
 - (1) Gross acreage
 - (2) Net acreage; gross acreage covered by the property excluding road easements, and rights-of-way, if any.
 - (3) Pervious and impervious areas in square footage and percentage.
 - (4) Number of dwelling units by number of bedrooms, and density for residential uses only. Indication of type of dwelling unit, i.e. single family, townhouse, villa, condominium, rental apartments, etc.
 - (5) Current zoning of subject property.
 - (6) Square footage of ground covered by building and structures.
 - (7) Required number of parking spaces.
 - (8) Number of parking spaces provided and method of computation for same.
 - (9) Indication of the boundaries of the project within the overall master plan, in the case of a phased development.
- k) Landscaping plans must contain the following information:
 - (1) Location of all preserved trees.
 - (2) The dimensions and radii of the landscape elements of the proposed development including the location of plant material, surface material, landscape features and furnishings.
 - (3) Drawings must be on a 24"x36" sheet and be drawn to scale.
 - (4) Identification of the species, size, and location of plant materials. A plant list shall be included on the drawing and shall include the scientific name, the common name, the installed size and height, and relevant horticultural notes, such as spread and trunk diameter for trees, planting technique, top soil depth for groundcover, mulching material and depth for shrub areas, etc. A surface materials list shall be included on the drawing and contain the materials used such as asphalt, concrete, stone, mulch, etc., with a description of each. All planter walls and other landscape furnishings shall be described through drawings and specifications to illustrate their construction, method of attachment, etc.
 - (5) Plans should indicate number of required and provided perimeter and interior trees and square footage of required and provided interior and exterior landscaping.
 - (6) All plantings near distribution and transmission power lines must meet the requirements of the Florida Power & Light "Right Tree Right Place" brochure included with this application and the Code-approved tree list.
- l) Indication of existing native vegetation that will be preserved.

- m) All adjacent rights-of-ways, with indication of centerline and width, existing median cuts and intersections, street light poles and utility company facilities.
- n) Location of all parking and loading areas, fire lanes if required, and dimensions of driving lanes, radii, and elevations.
- o) Schematic elevations of buildings, indication of materials and colors being utilized for said buildings, showing concealment of all mechanical or accessory equipment located on the roof. Notation on plans “ALL MECHANICAL EQUIPMENT LOCATED ON THE ROOF WILL BE FULLY SCREENED FROM PUBLIC VIEW AND BUFFERED TO ELIMINATE NOISE”.
- p) Details of all signage must be provided, including locations, dimensions, colors, etc.
- q) Location of trash and garbage disposal system and provisions for accessibility to waste trucks. The site plan must indicate a detail for any dumpsters to be utilized by said project and the depiction of adequate architectural screening (wall with a gate). Approval of All Service Refuse Company is required. Call (954) 583-1830.
- r) Loading areas and provisions for accessibility to vehicles of the required type.
- s) Final building floor plans.
- t) Elevations of the proposed building(s) (elevations to be of all compass points). Indicate building materials and colors.
- u) Sidewalk dimensions – sidewalks will be required along all roadways – five feet (5’) width along property lines abutting a Broward County Trafficway, and four feet (4’) width along property lines abutting all other roadways. Sidewalks will be continued through all drives (ingress/egress access points to said project).
- v) All swimming pools indicated on final site plans will require safety barriers, either screen enclosures or fences. Safety barriers must be indicated and a detail provided for same.
- w) **The site plan must meet all applicable requirements of the Florida Code**, including, but not limited to, handicap parking spaces should be located at the nearest point of access to buildings/structures, with a ramp, if needed, for access. Handicap parking spaces will be clearly marked with pole signs indicating “Handicap Parking Only”, as well as pavement markings.

- x) An on-site lighting plan will be required for all business/commercial, industrial and residential projects if interior roadways are not dedicated by plat. See Section 16-150 of the Land Development Code for specific lighting requirements. Business/commercial and industrial projects will require security night lighting, dead bolt locks (or the equivalent) on all exterior doors, and all alarm systems to have posted emergency phone numbers.
 - y) All final site plans will bear an Engineer's or Architect's seal and signature.
 - z) All site plans and Development of Regional Impact must be accompanied by a completed application for consistency/concurrency review, which is attached at the end of this packet. Please follow the instruction sheet to complete the required information.
12. The applicant must submit an 8 ½" x 11" board with proposed paint samples and catalogue cut sheets for all proposed roof tiles, decorative pavers, building mounted light fixtures, etc.
13. In addition to the above, the applicant shall submit the following to the Planning and Development Department for staff review, no later than five (5) days prior to the Planning and Zoning Board meeting. Items 1, 2 and 3 will be displayed at the Planning and Zoning Board meeting and any quasi-judicial hearing at the City Commission meeting.
- (1) A mounted 24"x36" colored perspective rendering of the project.
 - (2) A mounted 24"x36" colored board(s) depicting building elevations (north, south, east and west).
 - (3) A mounted 24"x36" colored landscape plan.
 - (4) Ten (10) 8"x10" reduced color photographs of the perspective rendering of the project.

NOTE: THE ABOVE LIST IS NOT ALL-INCLUSIVE – PLEASE REFER TO THE CITY'S LAND DEVELOPMENT CODE FOR ALL REQUIREMENTS AND PROVISIONS. COPIES ARE AVAILABLE AT THE CITY CLERK'S OFFICE (4TH FLOOR, CITY HALL) FOR A NOMINAL FEE.



CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT

Application for Master Plan, and/or Final Site Plan

1. Name of Project (Development) _____

Name of Applicant _____

Company Name _____

Address _____

Telephone No. _____ Fax No. _____

Contact Person/Agent _____

Company Name _____

Address _____

Telephone No. _____ Fax No. _____

(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

2. Name of Property Owner _____

Company Name _____

Address _____

Telephone No. _____ Fax No. _____

3. Legal Description of Property Covered by this Application

4. Address or Location of Subject Property

5. Folio Number (with copy of recent tax bill) _____
Current Zoning _____

6. Size of Property _____ Ft. by _____ Ft. Acres _____

7. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property _____

*8. Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes ____ No ____ If yes, who are the affected parties? _____

* Copy of purchase contract must be submitted with this application.

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AFFIDAVIT OF OWNER OR AGENT
Certification of Property List

I, _____ (as the owner or the authorized agent), for the property known as _____, specifically located at _____, and recorded in the _____ County Public Records in Plat Book _____, Page _____ being first duly sworn, depose and say that I am the owner or agent of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a _____ 500 foot radius or _____ 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

Print Name

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of

Print Name

AFFIDAVIT OF OWNER OR TENANT

I, _____ (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the _____ owner _____ tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any site plan/master plan granted can be made null and void by the City, at its sole option.

Print Name: _____

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____, 20____, who is either personally known to me
or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that if any material misrepresentation is made regarding this application, either oral or written, can cause this application to be cancelled, and any site plan/master plan granted may become voided by the City of Sunrise, at its sole option.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

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CORPORATION AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the President of _____, a corporation existing under the laws of the State of _____, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the _____ owner _____ tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any site plan/master plan granted may be made null and void by the City of Sunrise, at its sole option.

President's Signature (Corp. Seal)

ATTEST:

Secretary's Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this _____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

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DISCLOSURE OF OWNERSHIP

Please list below the name, address, and percentage of ownership of any owner of the real property that is the subject matter of this application. Include all parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation.

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OWNER'S SWORN CONSENT

PERMITTING TENANT TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my tenant, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.

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OWNER'S SWORN CONSENT

PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my contract purchaser, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.

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Affidavit – Section 16-31(e)(7) Posted Notice

SITE PLAN/MASTER PLAN

I, _____, as the ____ owner ____ authorized agent (check one) for the real property known as _____, located at _____, and legally described as _____, as recorded in the Broward County Records at Plat Book _____, Page _____ (if applicable), do hereby attest that I installed or caused to have installed, _____ sign(s) located on the above referenced property in compliance with City Code Section 16-31(e)(7) on _____, 20____, which is at least 30 days in advance of the City Commission hearing on the ____ site plan ____ master plan (check one) for the proposed project scheduled for _____, 20____.

Signed: _____

Print Name: _____

Owner/Authorized Agent
(Circle One)

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: _____

Notary Public for the State of _____
Print Name: _____